

Appendix D.9

Please note that Sections E & F in the original language have been switched, so all of the language of the original section F (Periodic Leaves) appears to be deleted, but it has simply been re-named as Section E and moved up accordingly. The original Section E (Personal Leaves) is now Section F.

IX. POLICIES RELATED TO FACULTY PROFESSIONAL ACTIVITIES

A. Endowed and Named Chairs

Hamilton College ~~has is fortunate to have~~ a number of Chairs to which individual members of the Faculty are appointed by the President. Appointment to a Chair is an honor reflecting the special distinction that the holder of the Chair brings to the College and his or her profession. Many Chairs serve specific functions stipulated in the endowment or will of the donor, but several are without restriction. Appointments are normally for a fixed term, but they may be renewed.

B. Retirement

There is no mandatory retirement age for faculty members. However, the College has retained sixty-five as its usual retirement age. Individuals contemplating ~~early~~ retirement should contact the ~~VP/~~Dean regarding ~~early~~ retirement options available based on one's age and service to the College. At retirement a faculty member is designated *Emeritus* or *Emerita*.

C. Supplementary Compensation

~~Neither extra compensation nor honoraria are paid to faculty members by the College for participation in intra-College academic year activity. This rule derives from the assumption that~~ The salary paid an individual represents full compensation for ~~his or her~~ her or his total academic year obligation to the institution, whether in regularly scheduled instructional commitments, personal research, or participation on College committees and other activities. Members of the Faculty are free to accept honoraria and consulting fees paid from sources beyond the College. Off-campus consulting must not involve absence from the campus for more than two class days a month, except by special arrangement with the ~~VP/~~Dean. Members of the Faculty are free to supplement their salaries during the summer months. When the source of the supplement is a research grant, the amount of the salary supplement usually is determined by the granting agency, but it may not exceed three-ninths of the current salary paid by the College to members of the Faculty who hold full-time appointments. The College does not contribute to ~~TIAA/CREF~~ retirement for supplementary salaries paid outside of Hamilton payroll.

D. Statement on Sponsored Activities and Procedures

The College, through the Faculty and Officers of Administration, has the responsibility of judging the merit and the relevance of sponsored activities, such as research, special educational and training programs, and summer institutes and of approving such activities.

Sponsored activities should contribute to, rather than distort, the orderly development and growth of the College's central objectives as a liberal arts institution. Sponsored activities should be proposed and carried out within regular departments or programs of the College, or through cooperation of several departments ~~and/or~~ programs, or through special administrative arrangements that will ensure that the activity will be related effectively to the regular programs of the College and will serve the purposes of the institution.

The terms of the contract, grant, or gift in support of sponsored activity should permit the principal investigator or project director and the College to exercise administrative authority and responsibility for the activity, and they must permit publication of results (except for ethical constraint upon certain kinds of information). Finally, Hamilton College cannot undertake the responsibilities for activities for which the resources and support are not available to meet fully the explicit and implied objectives of the sponsored arrangements.

- 1. Procedures for Submission of Proposals.** The typical proposal results from the interest of a small number of faculty members or a single individual. Preliminary discussions should be held between the principal investigator or project director and the department/program chair. Such dialogue is necessary not only to keep the chair informed, but also to advise ~~him or her~~ her or him of any special requirement which might be needed to support the project, such as space, secretarial and technical assistance, or special equipment.

The principal investigator or project director is encouraged to consult with the Associate Dean ~~and/or~~ the Office of Foundations, Corporate, and Government Relations who may suggest specific sources of support, offer advice on the criteria stated earlier, and provide assistance in the preparation of a budget. The principal investigator or project director must complete the Hamilton College Grant Proposal Endorsement Form (available in the Office of the ~~VP~~/Dean) to be signed by the chair of ~~his or her~~ her or his department or program. The final proposal and completed endorsement form must be forwarded to the ~~VP~~/Dean, who shall serve as official signatory for the College. The completed proposal may be forwarded to the granting agency by the ~~VP~~/Dean or, at ~~his or her~~ her or his request, by the principal investigator or project director. A copy of all proposals shall be filed with the Offices of the ~~VP~~/Dean and the Vice President, Administration and Finance.

Procedures relating to notice of awards vary among agencies, but principal investigators are obliged to forward copies of notices of award to the ~~VP~~/Dean and the Vice President, Administration and Finance.

- 2. Review Boards.** Pursuant to federal and state laws, the College has submitted a formal assurance to the Department of Health and Human Services for federally funded research investigations involving human and animal subjects, and a similar assurance to the New York State Department of Health. These assurances provide for the local review of such projects to ensure that the rights, welfare, and privacy of subjects will be adequately protected, that any physical and psychological risk will be outweighed by the potential benefits to be gained, and

that informed consent will be obtained when human subjects are judged to be at risk. (See ~~Chapter Section IV, C., 7, 8, 9, and 10 and 11.~~)

3. **Drug-Free Workplace Policy.** Hamilton College is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession and use of controlled substances on its premises. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited in and on property owned by Hamilton College.

Compliance with the provisions of this policy shall be a condition of employment. Disciplinary action up to and including termination of employment ~~and/or~~ satisfactory participation in a drug rehabilitation program may be required ~~by~~of any employee who is found to be in violation of this policy.

In compliance with the Drug-Free Workplace Act of 1988, any individual must notify the Director of ~~Personnel~~Human Resources within five ~~(5)~~-calendar days of a conviction of any criminal drug statute violation which has occurred in or on the workplace premises.

The College's efforts to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information as well as implementation and strict enforcement of this policy. The Office of Counseling and Psychological Services will provide information and assistance to individuals with drug-related concerns and provide appropriate referrals for rehabilitation.

Details of these policies as well as a summary of New York State ~~L~~laws ~~G~~governing ~~A~~alcohol, legal sanctions pertaining to drug use, health risks associated with use, available educational programs, and alcohol and other drug counseling and treatment programs appear in the *Student Handbook*, copies of which are available in the Office of Human Resources.~~Please take the time to review this information. If you do not have access to the *Student Handbook*, contact the Personnel Office to obtain a copy of the College's Alcohol and Drug Policies.~~

EF. Periodic Leave Policy and Procedures

The periodic leave program is part of the College's continuing effort to support and encourage faculty development. A periodic leave provides an opportunity for professional growth. It is a privilege granted to those who are eligible and whose plans are approved by the ~~VP~~Dean and the Committee on Appointments. The program is designed to free faculty members from normal teaching, advising, and College service in order that they may pursue scholarly and professional goals that enhance their effectiveness as teaching scholars.

The replacement of faculty members on periodic leaves will be determined by a combined consideration of curricular integrity, instructional continuity, and fiscal responsibility.

- 1. Purpose.** Periodic leave is granted on recommendation of the President after consultation with the ~~VP/~~Dean and the Committee on Appointments. Such leaves ordinarily may not be used to teach at other institutions, to accept a regular salaried post in government or industry, or to engage in other contractual agreements that will interfere with the proposed professional activity. Should special opportunities arise during a periodic leave which might have particular benefit for a faculty member, approval for accepting such opportunities must be obtained from the ~~VP/~~Dean.
- 2. Eligibility.** Eligibility to apply for a periodic leave is determined by the number of semesters of ~~full-time~~ teaching. Personal leaves of absence from the College, whether spent in teaching or research activities, normally will not count as service to the College in determining eligibility for periodic leaves.

Tenured faculty are eligible to request, through application to the ~~VP/~~Dean and the Committee on Appointments, a one-term leave at full without reduction in their normal paysalary or a one-year leave at half of their normal paysalary, after each ten semesters ~~of teaching~~ at the College.

Tenure-track faculty who have been reappointed are eligible to request, through application to the ~~VP/~~Dean and the Committee on Appointments, a one-term leave at full without reduction in their normal paysalary or a one-year leave at half of their normal paysalary, after their first six semesters ~~of teaching~~ at the College.

Eligibility and scheduling of leaves for faculty who come to the College with prior teaching experience will be determined at the time of appointment. All leaves must be taken in the two-course term of an annual five-course faculty teaching load. ~~Fringe b~~Benefits remain in effect for the duration of the leave, subject to satisfying the requirements of the applicable plans and such other requirements as may be established by the Office of Human Resources.

In order to allow flexibility to individuals and departments or programs in planning for leaves, it will be permissible to delay a leave for up to two years without prejudice ~~as to about~~ the timing of a subsequent leave. When fourteen terms of teaching service have accrued, however, further accrual does not occur until a leave has been taken.

The granting of a periodic leave ~~will~~shall depend upon the necessary period of teaching, an evaluation of the prospects for the successful completion of the leave activities, and the value of those activities for the faculty member and the College. Consideration ~~will~~shall also be given to the leave pattern in the department or program.

- 3. Procedure.** Applications for periodic leave should be made to the ~~VP/~~Dean and the Committee on Appointments by June 1 ~~April 15~~, and at least one full calendar year in advance of the beginning of the academic year for which the leave is sought.

The application should contain a clear statement of the type of leave requested, the proposed financial arrangements, and a description of intended activities during the leave, including some indication of the anticipated benefits. The

proposal should also describe the relation of the planned activities to previous research and scholarly pursuits, professional growth, and teaching and course development in the future.

The College encourages members of the Faculty to seek outside funds from government agencies and foundations. Copies of any grant or fellowship proposals should be submitted as part of a faculty member's leave application. A faculty member granted a periodic leave, who also receives modest outside funding, may apply to the ~~VP~~/Dean for additional support to defray the cost of a full year's leave. While in such instances the College's support can only be partial, the ~~VP~~/Dean will/shall seek, within reason and available resources, to be as supportive as possible.

All faculty members who are granted periodic leaves are expected, on their return, to provide a brief written report on their professional activities to the ~~VP~~/Dean.

FF. Faculty Personal Leaves

Leaves from teaching duties are provided: (i) to permit faculty members to engage in activities that will/shall enhance their competence as teachers and scholars at Hamilton; and (ii) for reasons of health, disability, or other personal necessity. Requests for personal leaves of absence should be directed in writing to both the department and program chair and to the ~~VP~~/Dean.

- 1. Leaves for Professional Activity.** Leaves of absence from teaching duties without compensation from Hamilton to pursue activities that will/shall enhance a faculty member's professional development may be requested by a faculty member who will/shall normally have been in residence and teaching for three consecutive academic years before the requested leave. Approval of requests will/shall be based on the ability of the department or program to meet its obligations and on the significance of the proposed leave to the faculty member and to the College.

In order to allow for adequate consideration, preliminary application for unpaid leave, addressed to both the chair of the faculty member's department or program and to the ~~VP~~/Dean, should be submitted well in advance of the time when the leave would occur, preferably by November 15 of the year preceding the requested leave, or as soon thereafter as possible. Requests for extensions of leaves of absence beyond one year require special justification and unusual circumstances such as those that result in exceptional professional opportunities for the faculty member or those that clearly benefit the College. Such leaves will/shall be limited to an uninterrupted period not to exceed two years.

Leaves of absence of any length for untenured faculty may postpone a tenure review by one year at the option of the faculty member. Arrangements for postponement of the tenure review must be made with the ~~VP~~/Dean in advance of the leave. For faculty members in renewable and term positions, a personal leave will/shall be considered part of the duration of the contract.

Faculty members on personal leave for professional activity normally do not receive ~~fringe~~ benefits, but may ~~wish to continue contributions to their pension~~

~~funds their health, life, and long term disability insurance benefits, but the full cost of any benefit elected shall be paid for by the faculty member and they may make similar arrangements to continue certain insurance benefits.~~ When a faculty member has received a competitive grant for scholarship that covers salary but not benefits, the College will/shall continue to provide the standard ~~fringe~~ benefits as to the extent permitted under regulatory guidelines and subject to the requirements of the applicable plans.

2. **Leaves of Absence or Reductions of Duties for Illness and Disability.** The College will/shall provide leaves of absence with salary and benefits, through formal or informal arrangements, for short and long-term disabilities. Leaves with ~~paysalary~~ shall continue for up to six months following the commencement of a disability caused by illness or accident. However, such leaves will/shall not continue beyond the end of a term contract, or after the date the faculty member qualifies for benefits under the College's ~~TIAA-II~~ Longterm ~~d~~Disability ~~p~~Plan.

The timing and duration of the leave in such cases shall be determined by mutual agreement between the faculty member and the ~~VP/~~Dean. When the ~~VP/~~Dean and the faculty member disagree on the need for a disability leave, the College will/shall request the opinion of licensed physicians ~~and/or~~ clinical psychologists. Under these circumstances, at the College's expense, a panel of three licensed physicians ~~and/or~~ clinical psychologists (the panel's professional composition to be determined by the faculty member) will/shall be asked for a majority judgment, with one selected by the College, one selected by the faculty member, and a third agreed upon by the first two by mutual agreement between the College and the faculty member.

If a faculty member needs to extend the leave time beyond that originally agreed upon, the extension will/shall be granted at the discretion of the ~~VP/~~Dean and normally will/shall be without ~~paysalary~~. The College will/shall require medical/psychological certification of the faculty member's readiness to resume employment by a three-person panel as described above. At any time in the process, as an alternative to long-term disability leave, the faculty member has the option of negotiating a reduction of teaching duties ~~and/or~~ a reduction of other responsibilities and duties, with and a corresponding reduction in salary. ~~Full health and retirement benefits will/shall be continued during the period of partial disability, subject to the faculty member satisfying the requirements of the applicable plans.~~ The ~~VP/~~Dean is encouraged to work with department and program chairs to make appropriate accommodation for those permanent members of the Faculty who are partially disabled.

When the ~~VP/~~Dean and the faculty member negotiating the reduced duty option disagree on the appropriateness of a reduction in teaching responsibilities, the College will/shall appoint a panel of three licensed physicians ~~and/or~~ clinical psychologists to arbitrate the matter as described above in the case of disagreement over leave and duration. If at any time in the process the ~~VP/~~Dean believes that the faculty member is incapable of performing any duties, or requires a further reduction of duties, the ~~VP/~~Dean will/shall try to negotiate this with the faculty member. Failing agreement, a panel of physicians ~~and/or~~

psychologists selected ~~as described above~~ will~~shall~~ be consulted, as described above.

3. **Maternity Leaves.** Childbirth is legally regarded as creating a disability. The college ~~will~~shall grant maternity leave with full ~~pay~~salary and benefits during the period of disability, normally not to exceed eight weeks from the date of birth unless a doctor determines medical need for a longer period. This policy applies to all faculty members regardless of the length of time they have worked for the college. During the maternity leave the faculty member is relieved of all duties, in the classroom and otherwise. Faculty members expecting the birth of a child during the academic year are relieved of primary course supervision for the entire semester surrounding the birth, without loss of ~~pay~~salary or benefits. During the portion of the semester prior to the birth or after the maternity leave, the faculty member ~~will~~shall continue other professional activities, such as research, assisting with teaching or supervision of senior and independent study projects, departmental meetings, ~~and~~ committee service, and student advising. The ~~VP/Dean~~ may, as an alternative to a standard maternity leave, approve a one-semester leave with no professional responsibilities at one-half compensation with ~~full~~ benefits. Faculty members whose maternity leave occurs during periods when classes are not in session are entitled to a one-semester parental leave. In approving such arrangements, the ~~VP/Dean~~ will~~shall~~ consider the timing of the maternity leave, the well being of the faculty member and her offspring, and the pedagogic and instructional needs of the College.

Faculty members anticipating the birth of a child should discuss their plans with the ~~VP/Dean~~ as soon as possible so that the range of options can be fully explored and arrangements approved. The arrangements approved by the ~~VP/Dean~~ will~~shall~~ be communicated to both the faculty member and Department Chair or Program Director in writing.

4. **Parental and Adoption Leaves or Reductions of Duties.** The rearing of children shall be considered appropriate grounds for a leave of absence of a semester or more, and such leaves shall be available to both men and women faculty members in non-visiting positions. The College ~~will~~shall provide up to one year's leave without ~~pay~~salary or retirement benefits, but with ~~full employee~~ health insurance, to the individual who is: assuming parenting responsibilities of a newborn child (other than those associated with a maternity leave); responding to unusual parental responsibilities; or adopting a child. A faculty member's contribution for health care while on leave with no salary shall continue on pre-leave terms. Faculty are also welcome to apply for a half-time appointment for up to one year at half salary and ~~half time~~prorated benefits, ~~but with full employee health coverage.~~ A faculty member's contribution for health care while on leave with half-salary shall be based on leave salary and pre-leave work schedule. A faculty member may ~~request~~choose a reduction in course load instead of a leave. A one-course reduction in load for one semester, ~~if granted,~~ shall be without loss of salary or benefits.

A birth mother may be granted both a maternity leave and a successive parental leave.

Approval of requests for extensions of ~~maternity, parental, and/or~~ adoption leaves ~~will~~shall be based on the needs of the faculty member and the pedagogic and instructional needs of the College. Requests for leaves of this nature should be made at least three months in advance except in emergency situations where such notification is impossible, and ~~will~~shall be granted at the discretion of the VP/Dean. The arrangements approved by the VP/Dean ~~will~~shall be communicated to both the faculty member and Department or Program Chair in writing.

Tenure-track and tenured members of the Faculty are eligible for adoption or parental leave (unless already notified of termination). Visiting faculty are not eligible for such leave, even if they have been on the Faculty for over a year.

5. **Maternity Leaves, Parental and Adoption Leaves, and the Tenure Clock.** A faculty member is entitled to stop the tenure clock, with or without taking a full or partial leave of absence, if the faculty member is a primary or coequal caregiver of newborn or newly-adopted children. Consideration for tenure may be delayed for up to one year per child, up to two children, resulting in no more than two one-year extensions of the probationary period. Such arrangements ~~will~~shall be made within one year of birth or adoption for each child, in consultation with the VP/Dean, and ~~will~~shall be confirmed in writing by the VP/Dean to the faculty member and Department Chair.

6. **Leaves of Personal Necessity.** The College recognizes that faculty members may require leaves of absence from teaching duties for one semester or more without compensation in order to address matters of personal necessity such as the care of elderly parents, spouses or eligible domestic partners, or seriously ill children. In such cases every effort ~~will~~shall be made to ensure that faculty members' needs are treated in a humane, supportive, and understanding manner.

Leaves of a semester or longer ~~will~~shall normally occasion a corresponding delay of the tenure decision. The time taken on such leaves ~~will~~shall not count in determining length of service for other purposes, such as time accrued toward a College-supported leave. The length of the leave (up to one year) must be determined by the faculty member in consultation with the VP/Dean when the request for leave is made; it cannot be left "open-ended."

Faculty members on leaves of personal necessity for a semester or more normally do not receive benefits, but may continue their health, life, and long term disability insurance benefits, but the full cost of any benefit elected shall be paid for by the faculty member.

~~Tenure-track and tenured members of the Faculty are eligible for extended maternity, adoption, or parental leave (unless already notified of termination). Visiting faculty are not eligible for such leave, even if they have been on the Faculty for over a year.~~

7. **Family and Medical Leave Act.** Faculty members and the College also have all the rights and responsibilities established by the federal Family and Medical Leave Act of 1993 (FMLA). Under the provisions of the Act, individuals who have been employed at the College for ~~at least one year and are in half-time or~~

~~more positions~~ a total of twelve months and worked at least 1,250 hours over the previous twelve months may be eligible for up to twelve weeks of unpaid leave in a twelve-month period in the following circumstances: a faculty member's own serious health condition; the birth or placement for adoption/foster care of a child; the care of a seriously ill child, spouse, or parent; qualifying military exigency provisions; and up to 26 weeks under military caregiver provisions. Applicable ~~p~~Periods of leave for illness and disability, maternity leave, parental leave, or adoption or personal necessity leave will ~~will~~ run concurrently with FMLA leave and be counted toward the 12-week FMLA maximum (26 weeks if applicable). Specific information regarding your rights and responsibilities under the FMLA and the criteria for granting leaves is available in the Human Resources Office.

F. Periodic Leave Policy and Procedures

The periodic leave program is part of the College's continuing effort to support and encourage faculty development. A periodic leave provides an opportunity for professional growth. It is a privilege granted to those who are eligible and whose plans are approved by the VP/Dean and the Committee on Appointments. The program is designed to free faculty members from normal teaching, advising, and College service in order that they may pursue scholarly and professional goals that enhance their effectiveness as teaching scholars.

The replacement of faculty members on periodic leaves will be determined by a combined consideration of curricular integrity, instructional continuity, and fiscal responsibility.

1. Purpose. Periodic leave is granted on recommendation of the President after consultation with the VP/Dean and the Committee on Appointments. Such leaves ordinarily may not be used to teach at other institutions, to accept a regular salaried post in government or industry, or to engage in other contractual agreements that will interfere with the proposed professional activity. Should special opportunities arise during a periodic leave which might have particular benefit for a faculty member, approval for accepting such opportunities must be obtained from the VP/Dean.

2. Eligibility. Eligibility to apply for a periodic leave is determined by the number of semesters of full-time teaching. Leaves of absence from the College, whether spent in teaching or research activities, normally will not count as service to the College in determining eligibility for periodic leaves.

— Tenured faculty are eligible to request, through application to the VP/Dean and the Committee on Appointments, a one-term leave at full pay or a one-year leave at half pay, after each ten semesters of teaching at the College.

— Tenure track faculty who have been reappointed are eligible to request, through application to the VP/Dean and the Committee on Appointments, a one-term leave at full pay or a one-year leave at half pay, after their first six semesters of teaching at the College.

— Eligibility and scheduling of leaves for faculty who come to the College with prior teaching experience will be determined at the time of appointment. All

- ~~leaves must be taken in the two-course term of an annual five-course faculty teaching load. Fringe benefits remain in effect for the duration of the leave.~~
- ~~— In order to allow flexibility to individuals and departments or programs in planning for leaves, it will be permissible to delay a leave for up to two years without prejudice as to the timing of a subsequent leave. When fourteen terms of teaching service have accrued, however, further accrual does not occur until a leave has been taken.~~
 - ~~— The granting of a periodic leave will depend upon the necessary period of teaching, an evaluation of the prospects for the successful completion of the leave activities, and the value of those activities for the faculty member and the College. Consideration will also be given to the leave pattern in the department or program.~~
- 3. Procedure.** ~~Applications for periodic leave should be made to the VP/Dean and the Committee on Appointments by April 15, and at least one full calendar year in advance of the beginning of the academic year for which the leave is sought.~~
- ~~— The application should contain a clear statement of the type of leave requested, the proposed financial arrangements, and a description of intended activities during the leave, including some indication of the anticipated benefits. The proposal should also describe the relation of the planned activities to previous research and scholarly pursuits, professional growth, and teaching and course development in the future.~~
 - ~~— The College encourages members of the Faculty to seek outside funds from government agencies and foundations. Copies of any grant or fellowship proposals should be submitted as part of a faculty member's leave application. A faculty member granted a periodic leave, who also receives modest outside funding, may apply to the VP/Dean for additional support to defray the cost of a full year's leave. While in such instances the College's support can only be partial, the VP/Dean will seek, within reason and available resources, to be as supportive as possible.~~
 - ~~— All faculty members who are granted periodic leaves are expected, on their return, to provide a brief written report on their professional activities to the VP/Dean.~~

G. Changes in Full-Time Status

Any member of the Faculty who holds a full-time appointment may request that ~~his or her~~ her or his appointment be reduced to a part-time appointment of not less than half-time by submitting a written request to the chair of the department or program in which the faculty member holds appointment. The initiative for such reduction shall lie with the faculty member. The request must make clear the reasons why the change is sought and the period during which the change ~~will~~ shall apply. This period shall not be shorter than one half of an academic year, nor shall it be longer than the term of the current appointment or two years, whichever is shorter. In general, early requests are more easily accommodated.

The chair shall transmit written requests, along with a departmental or program recommendation, to the ~~VP~~/Dean. Such temporary reductions as are granted are intended to assist members of the Faculty to engage in professional activities that ~~will~~shall advance their competence as teachers and scholars; to accept special opportunities as consultants or participants in projects related to their professional development, including those sponsored by the Federal government and professional societies; to accept fellowships partially funded by other institutions, agencies, or foundations; to move gradually into retirement; or to meet substantial family responsibilities.

Extensions of the period of part-time status may be requested in writing according to the same procedures. A full-time appointment shall be granted to tenured members of the Faculty at the conclusion of the agreed-upon period or periods. Untenured faculty members shall be granted full-time status at the conclusion of the agreed upon period or periods, provided that they have been reappointed, but the timing of the tenure decision may be delayed to an extent agreed upon by the faculty member, the chair, and the ~~VP~~/Dean, before the beginning of the period of part-time service.

Approval of requests shall be granted when there is benefit to the faculty member and to the College. It must be evident that the instructional program ~~will~~shall not be adversely affected by the change and that other faculty members within the department or program are treated fairly with regard to work loads on student advising and teaching, including the number and nature of courses taught.

Faculty members who request and receive a reduction from full-time to part-time status normally are continued with the ~~fringe~~ benefits enumerated in ~~Chapter~~Section VIII, Section B. of the *Faculty Handbook*, ~~except that the provision for "Moving Expenses" does not apply, and except that the College's contributions to the plans covering group disability and health insurance will be reduced, pro rata. Faculty members may, during the agreed-upon period, cover the lost contributions from the College from their own resources on a prorated basis (and health care contributions based on work schedule percentage).~~

H. Travel to Professional Meetings

To encourage faculty to take active parts in their professional societies and make scholarly contributions within their disciplines at such meetings, the College underwrites certain of the expenses involved. The funds available for this purpose are modest and, where possible, faculty members are urged to seek reimbursement for such expenses from other sources.

Subject to the foregoing, members of the Faculty ~~will~~shall be reimbursed for their actual expenses incurred for travel and attendance to one approved professional meeting a year.

Occasionally a faculty member ~~will~~may wish to attend more than one professional meeting a year. In these cases additional sums may be authorized by the ~~VP~~/Dean, subject to the availability of funds. Priority ~~will~~shall be given to those who are to participate in the program of the meeting, either by presenting a paper, or by serving on a panel or as an officer of the organization.

All requests for funds in support of faculty travel should be directed in writing to the department or program chair for endorsement and transmission to the ~~VP~~/Dean.

Accounting of expenses should be made promptly upon completion of the trip by use of the expense statement form available in the Office of the ~~VP~~/Dean and the Business Office. The form must be signed by the traveler and submitted with receipts to the ~~VP~~/Dean. To satisfy IRS requirements, this statement must show the inclusive dates of the travel, the nature of the business conducted, the kind of transportation used, and the individuals seen at each place. The accounting must be on a day-to-day basis and substantiated by hotel bills for lodging, receipts for transportation as available, except when transportation costs have been billed directly to the College, and details of any other single expenditure of \$25 or more.

I. College Support of Research

Each year limited funds are set aside by the College to assist members of the Faculty in their research activities. Faculty members may request assistance to meet a variety of needs, including travel for research, research assistants, secretarial assistance, reproduction of manuscripts, or the acquisition of special materials and minor equipment. All requests for research assistance should be submitted to the ~~VP~~/Dean.

J. Statement on Freedom of Expression and Dissent

The right to search for truth, to express both popular and unpopular opinions, and to criticize existing beliefs and institutions, is the foundation of intellectual life in a democratic society. Academic citizenship carries with it the added responsibility of preserving free inquiry and open expression for all members of the community.

The College encourages respect for political, religious, ethnic, racial, physical, generational, sexual, and affectional differences because such respect promotes free and open inquiry, independent thought, and mutual understanding. Members of the Faculty are encouraged to express their views on all matters, including controversial, political issues in the public domain. The College furthers this end best by serving as a forum where ideas may be debated and discussed.

Hamilton College believes that open-ended and free inquiry is essential to educational growth. There is a need at all times, but particularly in times of crisis, for intelligent persons to make their considered opinions known. Whenever the freedom of inquiry or the liberty of artistic expression is compromised, the intellectual life of the College is threatened.

When speaking as citizens or as individuals, the Faculty should take every effort to indicate that they are not speaking for the College.

K. Statement on Coeducation

Hamilton College is committed to providing an equal educational opportunity for all students and expects its faculty to promote an environment free of gender bias in the classroom, in grading, and in advising. Students must be permitted to learn without being constrained either by overt or covert differential treatment on the basis of gender, or by exposure to actions that demean or demoralize either women or men.

Advising must provide equal treatment so that all students can be assured of equal access to an education at Hamilton and to careers after graduation.